



Program Assistant (Hybrid)

Minnesota Institute for Talented Youth is seeking a part-time (20 hours per week) assistant to support its academic enrichment programs. MITY's mission is to inspire and challenge intellectually curious students to pursue their passions within a diverse, inclusive community and empower them by building skills and relationships for lifelong success. MITY runs three 3-week sessions of its Saturday morning elementary program during the school year, three 1-week summer sessions of its elementary program, and two 2-week sessions of both its middle school and high school programs during the summer. MITY serves over 1,500 students annually.

The Program Assistant, working under the direction of the Executive Director and Program Administrator, will assist with processing applications, updating databases, communicating with families and staff both in person and via email, updating MITY laptops, organizing and transporting supplies, preparing program materials, providing on-site support, and other duties as assigned. Applicants should have strong organizational and technology skills, be a self-starter and detail-oriented, and be able to work both on-site and remotely.

The Ideal Candidate For This Position Will Have The Following:

- Ability to work independently and as part of a team
- Excellent organization and time management skills
- Be dependable and detail oriented
- Experience with Google Suite, database management
- Effective written and verbal communication skills with diverse populations
- Two or more years of experience in a similar position
- Experience in education and/or non-profit organizations
- Ability to work Saturday mornings when program is in session
- Pleasant, approachable personality

Time Commitment: 20 hours per week

Compensation: \$20 per hour. Staff children receive a 50% tuition discount on all MITY programs. This is a non-benefited position.

To apply, send a resume and letter of interest to info@mity.org. Questions should be directed to Erica Brewinski at (651) 243-2221. The Program Assistant must be able to walk and stand for extended periods and lift up to 30 pounds.

MITY is an equal opportunity employer. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.